

## Clinical Trial Management Systems Workspace Draft Action Plan Summary

The following table summarizes the action items from the Clinical Trial Management Systems Workspace sessions on February 19 and 20.

<b>Near-Term Action Items:</b>	<b>Deadline:</b>
1) Hold teleconference to discuss issues raised during caBIG Kickoff meeting; Draft agenda for teleconference.	03/25/2004  03/18/2004
2) Send participants the details regarding Oracle Clinical business relationship (HHS licensing agreement - 80% discount to the cancer community).	TBD
3) Specify Adopters to make existing systems caBIG-compatible (work with Architecture and Vocabularies groups).	TBD
4) Post OnCore information to the caBIG interactive website.	TBD
<b>Action Items (not prioritized):</b>	<b>Deadline:</b>
1) Share needs assessment with Working Group members.	TBD
2) Engage cooperative groups in the process.	TBD
3) Engage industry sponsors (standard interfaces to eligible checklist and study calendar).	TBD
4) Create an automated method for upload of laboratory values (interactions or bridges).	TBD
5) Cross Trial into Sharing City of Hope – post AMIA paper (consider as a model – illustrates sharing of protocol information under a common framework).	TBD
6) Agree on a common framework or format for sharing information on studies for non-research (patient, public, etc.).	TBD
7) Establish a POC/Lead for each Center.	TBD
8) Interface with HIPAA/Data Sharing/Intellectual Capital Working Group re: concerns/issues and best practices.	TBD
9) Develop list of tools that Cancer Centers currently have and post them on the caBIG website.	TBD
10) Put together a working group to develop a one-page lay summary template in a collaborative way.	TBD

## Integrative Cancer Research Workspace Draft Action Plan Summary

The following table summarizes the action items from the Integrative Cancer Research Workspace sessions on February 19 and 20.

<b>Action Items:</b>	<b>Deadline:</b>
1) Compile and provide a table of Special Interest Groups, with Developer and Adopter interests by tool.	03/05/2004
2) Create Special Interest Group Sub-Group forums of ICR caBIG Forum.	03/05/2004
3) Create an ICR-specific Listserv.	03/05/2004
4) Schedule teleconferences for Special Interest Groups.	April, after April 1

## Tissue Banks and Pathology Tools Workspace Draft Action Plan Summary

The following table summarizes the action items from the Tissue Banks and Pathology Tools Workspace sessions on February 19 and 20.

<b>Near-Term Action Items:</b>	<b>Deadline:</b>
1) Call within first 2 weeks of Master Contractor Award.	TBD
2) Project Charter - Overview, to include global charter and anticipated phases, survey re: functional areas (draft to the group in 2 weeks).	03/05/2004
3) Review documents for today (upload to website for the group by March 1).	03/01/2004
4) Coordinate with CDE Group (within 2-3 weeks).	2-3 Wks.
4) Survey other centers – get a list of people in charge of tissue resources (name and email).	TBD
<b>Action Items (not prioritized):</b>	<b>Deadline:</b>
1) Inquire about the organ-specific CDEs.	TBD
2) Determine potential solutions.	TBD
3) IRB forms.	1-2 Mos.
4) Privacy Forums.	1-2 Mos.
5) Specimen Ordering forms.	1-2 Mos.
6) Share data models for this function on .pdf.	TBD
7) Invite Freezerworks, Daedelus, Cybervisions, Lab Track	TBD
8) ISBER – interact.	TBD

## Vocabularies and Common Data Elements Workspace Draft Action Plan Summary

The following table summarizes the action items from the Vocabularies and Common Data Elements Workspace sessions on February 19 and 20.

<b>Action Items</b> (not prioritized):	<b>Deadline:</b>
1) Educate Working Group on knowledge space (NCI services, Mayo models, Hutchinson models, etc.).	TBD
2) Provide Workspace members access to NCI caDSR (VPN account).	TBD
3) Develop organizational structure of Working Group.	TBD
4) Coordinate with Architecture Working Group.	TBD
5) Understand other workspace needs (interaction and Gap analysis).	TBD
6) Establish training needs for Workspace and Cancer Community.	TBD
7) Generate Use Case Scenarios.	TBD
8) Development of Common Information Processing Model.	TBD
9) Coordinate with outside entities (Standards Bodies, Program Initiatives, etc.).	TBD

## Architecture Workspace Draft Action Plan Summary

The following table summarizes the action items from the Architecture Workspace sessions on February 19 and 20.

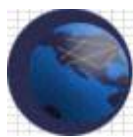
Near-Term Action Items:	Deadline:
1) Each area will have to have a meeting with domain workspaces; should meet internally first; should first meeting take place with domain workspace with one individual; workshop w/a few reps from each workspace talk to other workspaces to determine when this would be appropriate.	TBD
2) Each group should think about what their agenda is and a statement of what they are after; we should get some statements from them ahead of time; we'll need to mesh priorities of other workspaces also with our group.	TBD
3) Communication - Use Forum - will need additional collaboration-ware (work with training group); create separate subgroups/folders (5) and a general site.	TBD
4) Aligning Quarterly meeting with reference implementation milestones—how frequently to go through this---group felt it was too soon.	
Action Items (not prioritized):	Deadline:
1) Description/delineation of tech thrusts and workgroup processes across domains; ID gaps.	TBD
2) ID tools for collaboration Training AI.	TBD
3) Sharing of slides, webmeeting.	TBD
4) How do we share our technology, knowledge, intellectual capital (Examples: workshop web meetings, engineering best practices).	TBD
5) Groups to form under technology thrusts (Consensus):	Completed
Group 1 - APIs, query interface, exposed data/metadata structures, grid service interfaces	
Group 2 - Model, metadata, management, data mappings, ID mgmt, data and model change control	
Group 3 - Runtime technologies, service advertisement, execution of grid queries, messaging	
Group 4 – Security/authentication/authorization patient id, honest broker—functional requirements	
Group 5 - Software development best practices, tutorials, testing, communications, standards adoption.	

## Strategic Level Working Groups Draft Action Plan Summary

The following tables summarize the action items from the Strategic Level Working Groups sessions on February 19.

<b>Strategic Planning Action Items:</b>	<b>Deadline:</b>
1) Create an area on the caBIG web site to allow members to submit proposed agenda items.	TBD
2) Look into what is needed to host a collaborative work environment that will allow all participants to share documents, and hold collaborative meetings on line. Possibly include real time video.	Next Scheduled Meeting
3) Schedule our next meeting for the Week of March 1, 2004	03/03/2004
4) Develop discussion topics for 2, 3, 5, and 10 year list of strategic goals for caBIG	Next Scheduled Meeting

<b>Strategic Data Sharing and Intellectual Capital Action Items:</b>	<b>Deadline:</b>
1) Actions related to internal communication and collaboration.	TBD
2) Mechanisms for internal group coordination and communication.	TBD
3) Establishing a next meeting of the Data Sharing group.	TBD



<b>Strategic Training Urgent Action Items:</b>	<b>Deadline:</b>
1) Actions related to internal communication and collaboration.	TBD
2) Mechanisms for internal group coordination and communication.	TBD
3) Establish a next meeting of the Training group.	TBD
4) Establish an email List and a Listserv for this Working Group (by subscription).	TBD
5) Archive Listserv messages via forum (publicly accessible, read-only; moderated with no commercial appeals allowed; searchable).	TBD
6) Create a registry of current project activities in caBIG (include funded and unfunded projects that were proposed for inclusion).	TBD
7) Index the caBIG Forum site (already created) to show topics related to training.	TBD
8) Distribute the contact details of the group members to the participants of the group.	TBD
<b>Training Action Items (not prioritized):</b>	<b>Deadline:</b>
1) Create a toolkit that makes it easier for developers to create standardized materials.	TBD
2) Self-directed training materials.	TBD
3) Create a training portal for the website.	TBD
4) Develop and deliver Workshops on key aspects of training.	TBD
5) Establish mechanisms to lower the costs of developing new training materials.	TBD
6) Write articles for scientific audiences/journals.	TBD
7) Media.	TBD
8) Advocacy Listservs.	TBD
9) Exhibits at scientific meetings.	TBD
10) Resources for Cancer Center Communications offices.	TBD
11) Outreach to Bioinformatics training programs.	TBD
12) Seminars.	TBD

## Contracts Working Group Draft Action Plan Summary

The following table summarizes the suggested action items from the Contracts Working Group session on February 19.

<b>Suggested Action Items</b> (not prioritized):	<b>Deadline:</b>
1) Arrange Contracts Group meeting with Master Contractor – teleconference.	TBD
2) Set up a website or space on website where the Contracts Group can communicate.	TBD
3) Post Contract Kick-Off meeting slides on website.	TBD
4) Include Contracts Staff with Strategic Level Working Group on Data Sharing and Intellectual Capital to provide administrative details.	TBD